



U.S. ARMY CONTRACTING AGENCY *Southern Region*



FY 06 CUT-OFF DATES FOR SUBMISSION OF PURCHASE REQUESTS TO THE ARMY CONTRACTING AGENCY – SOUTHERN REGION (ACA/SR), FORT POLK

Cut-off dates for submission of purchase requests to the ACA/SR Polk Directorate of Contracting (DOC) for FY 06 are as outlined below. Cut-off dates are approximately the same as they have been in previous years. However, manpower and resource constraints will affect our ability to execute services this year. Exceptions to the established cut-off dates will be limited to those customers that can provide resources to the ACA/SR contracting office. There are no guarantees that expiring funds will be obligated prior to the end of the fiscal year. We will make every attempt to obligate provided requirements meet established guidelines.

Customers are required to use PR (Purchase Request) Web / Aquiline to submit electronic purchase requests to this office. The entire Procurement Data Package (PDP) shall be submitted via PR Web / Aquiline. A PDP consists of, at a minimum:

- Purchase Request (PR)
- Independent Government Cost Estimate (IGCE)
- Performance Work Statement (PWS) / Statement of Work (SOW)
- Approval Memo per Secretary of the Army for services
- Non-DoD Contract Decision memo for GSA buys
- Certification of Funding
- Delivery schedules, as applicable
- Any special instructions, etc.

Subject to Availability of Funds (SAF) requirements will only be accepted after coordination with the Director or Deputy Director of Contracting.

All documents must be in a MS Office format (Word or EXCEL). Drawings cannot be transmitted via PR Web / Aquiline and will be accepted by email or hard copy. The DOC no longer accepts hard copies of PRs for contract actions. However, the **only** exception to this will be rotational training units.

This set of instructions will be posted to the ACA/SR Polk Home Page at:
www.jrtc-polk.army.mil/doc/



U.S. ARMY CONTRACTING AGENCY

Southern Region



| <u>FY 06 ACQUISITION TYPE</u> | <u>CUT-OFF DATE</u> |
|--|--|
| Open Market Requirements > \$100K | 11 Jul 06 |
| Open Market Supplies Requirements < \$100K | 14 Aug 06 |
| Open Market Service Requirements < \$100K | 31 Jul 06 |
| Orders Under GSA Contracts for Supplies | 14 Aug 06 |
| Orders Under GSA Contracts for Services < \$100K | 14 Aug 06 |
| Orders Under Existing ID/IQ Contracts or Basic Ordering Agreements | |
| > \$ 100K | 31 Jul 06 |
| < \$ 100K | 14 Aug 06 |
| Orders Under GSA Contracts for Services > \$ 100K | 11 Jul 06 |
| Maintenance (to start 1 Oct 06): Any Dollar Value | 11 Jul 06 |
| Small Purchase Annual Requirements (to start 1 Oct 06) < \$ 100K | 1 Jul 06 |
| Renewal of Options (regardless of start date): Any Dollar Value | NLT 90 days prior to effective date of option. |

- All of the above dates are based upon a complete PDP.

CLAY COLE

Director

Army Contracting Agency – SR, Polk

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